

I. INTRODUCTION

This position is located in a Division of the Agricultural Marketing Service. AMS has responsibility for inspection and grading services, standardization, market news, regulatory programs, marketing agreements and orders, management services, and related programs assigned to the Agency.

The incumbent performs elementary clerical assignments for an assigned organizational unit.

I. MAJOR DUTIES

Performs a few basic clerical tasks following explicit written or oral guidelines and instructions.

Answers the telephone and distributes correspondence.

Photocopies material for the staff.

Opens and distributes the office mail and performs routine filing assignments.

Runs errands to obtain or deliver material for staff members.

III. FACTORS

Factor 1. Knowledge Required by the Position

Ability to gain basic understanding of the programs and organization of the assigned organizational unit in order to correctly route correspondence and mail and direct callers and visitors to the appropriate person.

Skill in operating a photocopier.

Basic knowledge of the office filing system in order to file documents in the proper file and in the appropriate order.

Factor 2. Supervisory Controls

The supervisor issues very detailed instructions with specific assignments. Work is checked thoroughly while in progress and upon completion for content as well as conformance with instructions and procedures.

Factor 3. Guidelines

Specific written guidelines are available for reference purposes, including written office guidelines, Agency, and Division instructions. The employee is directed to the appropriate references to cover specific assignments. All deviations from guidelines must be authorized by the supervisor.

Factor 4. Complexity

Assignments are clear-cut and straightforward. No decisions are made regarding what needs to be done. Specific instructions are provided regarding the priority of assignments.

Factor 5. Scope and Effect

The purpose of this position is to perform clerical assignments which contribute to office efficiency.

Factor 6. Personal Contacts

Contacts are with employees in the organizational unit and office visitors and callers, and employees in other government agencies.

Factor 7. Purpose of Contacts

Contacts are for the purpose of receiving assignments, taking and relaying messages, and directing callers and visitors.

Factor 8. Physical Demands

The work is sedentary. There may be walking, standing, bending, and carrying of light items, such as papers and books.

Factor 9. Work Environment

The work is performed in an office setting.